

The General Manager's Report

March 2021

- The Office has been fully staffed for the month of March. We follow COVID safety protocol through enhances sanitation, social distancing, and the use of PPE per Delaware State current guidance.

This month we have had ZERO employees test positive for COVID -19.

We have opened the front door and are allowing for customers to be served while following COVID protocol.

Unless stated- meeting have been held virtually or conference call.

- DEMEC Regular meeting and Executive sessions.
- Met with GMB and Teal Construction for multiple Pilottown Road progress meetings at the office and in the field.
- Met with GMB and representatives of the Virden subdivision project.
- Met with GMB representative property developers interested in the microbrewery proposed to be built on Savannah Road and the walking path.
- Reviewed over 250 applications for the Administrative employee with Austin Calaman.
- Met with William Hauge, Austin Calaman to advance the State reporting WEMS system for water system reporting for systems serving over 3300 customers.
- Attended meeting with School District representatives, Lewes City manager and GMB to discuss drainage of the Dupont Street drainage.
- Attended WWTP quarterly inspection with Austin Calaman, Scott Getchell and Josh Elliott of GMB.
- Met with Cam Lewis, Vince Luciani of GMB and Austin Calaman to discuss work at the Lewes Dairy property.
- Attended Phase 24 /Coleman and 4th Street progress meeting.
- Attended meeting with City manager and GMB representatives on Beach parking lot 1 lighting project.
- Held WWTP tour with various members of the community, and Nick Roth of the Cape Gazette.
- Attended Tower Hill preconstruction meeting.
- Held interviews for both lineman and Administrative Assistant positions.

Board Calendar 2020-2021
Agenda items for consideration

April	Annual financial report Reserve Fund Policy Review
May	Officers assignments
June	Project updates, 5-year Capital Budget
July	First quarter review (April, May, June)
August	Review draft yearend audit financial report efforts
September	Accept annual financial audit for year ended March 31. DEMEC annual meeting
October	Capital Budget Review
November/December	Lewes Fire Department donation
2021	
January	Strategic Workshop planned- early Feb meeting. 3 rd Quarter financial review Budget presented after board workshop.
February	Approval of the 2021-22 O&M Budget
March	Election Review